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25 April 1985

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (18 - 24 April 1985)

A. PROGRESS ON ACTION ITEMS

1. OSS RECORDS. The fourth increment of OSS records, consisting of 100 cubic feet, has been transferred to the National Archives and Records Administration (NARA). The records cover five records schedule items and include: Combined Intelligence Committee; Washington Communications Branch Records; OSS New York/Overseas Station Records; OSS Research & Analysis Branch Records; and Washington OSS Research & Analysis Branch/MAP Procurement and Cataloging. This latest transfer brings to 660 feet the total amount of OSS records turned over to NARA.

In conjunction with the review of the OSS records, efforts continue on the collection of motion picture film for possible transfer to NARA; approximately 30 films were made available to Mr. Ed Boughton of the Veterans of OSS. (Please refer to OIS Weekly dated 18 April, page 1, item A. 1 for background information.) Personnel from the Information Management Staff, Directorate of Operations, assisted Mr. Boughton in screening these films for footage on General Donovan. Nineteen reels of film were found to contain some footage of General Donovan and arrangements are being made through Printing and Production Division, Office of Logistics, to have the referenced film clips duplicated. Mr. Boughton will use the footage in the production of a film on General Donovan.

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3. TRIS. The User Manuals for TRIS and the new TSCADS are being prepared by functional segments under the guidance of IRMD personnel. The person responsible for testing a functional segment of TRIS and/or TSCADS is also responsible for preparing the applicable portion of the user manual. The approach in developing the manual is to use brief, concise, descriptive statements for steps rather than lengthy explanatory text. Important information will be highlighted, either in color or shading. Sample menus will be used, with color highlighting or shading, matching the descriptive statements. The manuals will contain an overview chapter, an index, a standards chapter, a glossary, and be tabbed for quick reference to system functions.

B. SIGNIFICANT EVENTS AND ACTIVITIES.

1. OPTICAL DISK DEMONSTRATION. An IRMD representative attended a meeting of the Digital Image Application Group (DIAG) on 18 April. The meeting was sponsored by NARA and held at Filenet Corporation. A demonstration of Filenet's optical disk based digital imagery system was given. The system can be used for library applications where large volumes of documents must be stored and retrieved by simultaneous users, or where desk-to-desk control of the flow of document images is needed.

2. ISOO INSPECTION. Harold Mason of the Information Security Oversight Office (ISOO) has made a second FY 1985 ISOO inspection. Mr. Mason inspected the Office of Scientific and Weapons Research and the Office of the Comptroller. No discrepancies were found and Mr. Mason was satisfied with the procedures followed in both offices for assigning classification. The next inspection is scheduled for 14 May 1985 and will focus on the Office of Communication's [REDACTED]

41
omitted
to
RMOs

3. CLASSIFICATION COORDINATION WITH ISOO. The Director of ISOO (D/ISOO) and ISOO's liaison representative to the Agency visited OIS/IPD on a classification matter involving a Privacy Act request to the Agency, the results of which were unsatisfactory to the requester who, in turn, had petitioned the National Security Council for redress. The petition was referred to ISOO. D/ISOO had requested the opportunity to see the documents in question and to discuss with appropriate OIS personnel the requester's petition. D/ISOO concurred in the decisions regarding the documents in question and D/ISOO agreed to correspond with the petitioner and to advise him that the findings are upheld, i.e., provisions of Executive Order 12356 relating to matters of classification were properly applied.

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4. MANDATORY REVIEW. A memorandum was sent to the DO and the Directorate of Intelligence (DI) confirming a verbally agreed procedure regarding requests for mandatory review to the effect that the Classification Review Division (CRD) will conduct the preliminary review of such requests on a trial basis. It is expected to make review in the substantive components easier and save time, freeing personnel for their primary duties. CRD believes that this procedure will get replies to the requesters faster; improve consistency in our classification decisions; aid in the development of Agency-wide standards for classification review; and improve control of what has been released under mandatory review. The new procedure is scheduled to be initiated on 1 May unless further discussions prove necessary.

C. SCHEDULED ACTIVITIES.

C/IRMD and other IRMD representatives will meet with Director, Office of Scientific and Weapons Research, on 26 April to discuss an information handling and records management survey of the office.

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23 April 1985

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

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Chief, Classification Review Division

SUBJECT: Weekly Report, 17-23 April 1985

1. A memo was sent to the DO and the DI confirming an earlier verbally agreed procedure to have CRD make the initial review of mandatory review requests. Handling these requests in this way, which is like we handle the Foreign Relations of the United States (FRUS) series, is expected to make review in the substantive components easier and save them time for their other duties. We believe that this procedure will result in getting faster replies to the requesters; improve consistency in our classification decisions; aid in the development of Agency-wide standards for classification review; and through better record keeping of released information, improve our knowledge of what has been released. We will begin using this new procedure on 1 May 1985 unless we hear something to the contrary from other components. [Redacted]

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2. C/CRD and C/EB/CRD visited NARA this week to look at CIA material in Records Group 460, Records of the Watergate Special Prosecution Force. The visit was requested by Joanne Williamson, Deputy Chief of the Declassification Review Division, who anticipates requests for the material from persons who have been told by Congressional staffers that the records have been declassified. This appears to be a misunderstanding stemming from the fact that one box of these records was reviewed and released in part to Jeff Goldberg who requested them in January 1981 under FOIA. The remaining four boxes have never been reviewed and that is what NARA would like to do now. Ms. Williamson stated that she would request review under the mandatory review provision of E.O. 12356. Some samples of the material contained in these records are:

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Memo from DCI Richard Helms to the Attorney General re Watergate dated
24 October 1972.

Memo for the Record dated 26 August 1972 signed by [] and titled
"TSD Request for Guidance on Extent of Assistance to Mr. Howard Hunt."

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List of names of people that CIA has done psychological assessments on.

Affidavits from numerous CIA officials on Watergate matters.

Contact Reports on meetings with officials of U.S. companies to arrange
cover support.

Special Report of the Interagency Committee on Intelligence (Ad Hoc) on the
Internal Security Threat dated June 1970 and classified TOP SECRET
HANDLE VIA COMINT CHANNELS ONLY NOFORN.

Agent service records.

Answers to specific questions raised by the SSCI relative to their
Watergate investigation. []

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RECORD OF REVIEWPERIOD: 15-19 April 1985 REVIEWER: _____ BRANCH: Combined

<u>SOURCE OF MATERIAL</u>	<u>TYPE OF REVIEW</u>	<u>NO. OF DOCUMENTS</u>	<u>NO. OF PAGES</u>
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EXTERNAL REQUESTS:

DOD

AIR FORCE

ARMY

DIA

JCS

NAVY

NSA

OSD

NARS (State)

Systematic93453

WNRC

Vol. VI.I E.E. & S.U.

1362

STATE

1955-57 Vol. VII Middle East

1210

CDC/SR (FRUS)

Vietnam 1963200600

CDC/MR

OTHER

SUB TOTALS

2951625INTERNAL REQUESTS:

PRB

Prepublication4162

IPD

OLL

OGC

SAE

Separation919DA/TRO/FOIA3460

OTHER OSS Job 56-20

Systematic550550

SUB TOTALS:

597791SPECIAL PROJECTS

RIMS

Miles Copland728

OTHER

GRAND TOTALS:

8992444

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ADMINISTRATIVE - INTERNAL USE ONLY

23 April 1985

MEMORANDUM FOR: Director of Information Services

FROM:

[redacted]
Chief, Regulatory Policy Division

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SUBJECT: Regulatory Policy Division Activities - 17 April
through 23 April 1985

1. RPD is currently handling 95 jobs. Among the jobs received in the Division during this week for processing, the spotlight focused on a three-page bulletin outlining the Civil Service Retirement Spouse Equity Act. Other interesting issuances were two notices of Announcements of Appointments to Key Positions within the Directorate of Administration. [redacted]

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2. [redacted] edited and prepared for coordination the revision of [redacted] Career Training Program, after incorporating additional changes sent over by the Office of Personnel. He also is making a final review of [redacted] of Required Regulatory Readings, which he had given extensive editing. It will be circulated throughout the Agency soon for coordination. [redacted]

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3. We have placed a hold on the publication of [redacted], Security of Word Processing and Automated Data Processing Ribbons and Platens, until we were certain that the cleaner specified in the notice is available in Agency supply rooms. [redacted]

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4. The OIS Wang Administrator briefed a group of RPD personnel on 22 April on our pending transition from the WANG to the ALLIANCE system as RPD moves to a new location shortly. [redacted]

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5. We received a telephone call from the Security Officer at [] who inquired whether the regulations addressed the subject of disparaging remarks against fellow employees. While not locating specific references to disparaging comments in the regulations, our chief of research called to the requestor's attention that [] of Required Regulatory Readings, states that Agency employees should act on and off the job in a manner that reflects credit on themselves and the Agency. The Security Officer appreciated the information and said that he will assemble [] employees to discuss this subject. []

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6. RPD responded to requests from OP/CTS, OGC Registry, DO/IMS, OD&E, and DI/MPS/SSC. Our clerical personnel handled 183 telephone calls. []

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